



**U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau, Regional Census Center  
Denver, CO**

**<http://www.census.gov/roden/www/emply.html>**

**Recruiting Flyer - 3199-08-53**

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**POSITION TITLE: Recruiting Assistant      LOCATION: Multiple Locations**

**ISSUE DATE: August 8, 2008      CLOSING DATE: Open Continuously**

**THIS POSITION REQUIRES A WRITTEN TEST.** Call toll-free 1-877-474-5226 to be scheduled for the test in your area and get more information about the application process.

**NUMBER OF VACANCIES:** One in each of several locations in each state .

**\*LOCATION: Hourly Salary Range:** AZ (\$13.50-16.50); CO (\$12.50-18.25); MT (\$12.50); ND (\$12.50); NE (\$12.50-15.50); NM (\$12.50-14.25); NV (\$15.50-16.00); SD (\$12.50-13.00); UT (\$13.00-15.50); WY (\$14.50). These are approximate low to high pay ranges and may change depending on where you live. Your pay is determined by the county of your residence.

**EXCEPTED SERVICE APPOINTMENT:** This is a Schedule A appointment not to exceed one year, with the possibility of a one-year extension.

**DUTIES: Recruiting Assistant (RA):** The Recruiting Assistant performs recruiting activities to ensure there is a sufficient pool of qualified applicants for temporary census employment.

- Works to ensure sufficient numbers of applicants are tested for temporary census jobs within their designated geographic area.
- Meets with and distributes recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions.
- Maintains good public relations with applicant referral and other employment sources.
- Periodically reviews existing recruitment materials ensuring the applicants are provided with a thorough explanation of the responsibilities of the position.
- Distributes posters and flyers at job fairs and performs other similar recruiting activities to recruit local residents.
- Responsible for scheduling and/or testing job applicants. Monitors the testing sessions, scores the test, reviews applicant forms and performs other tasks required.
- Locates space for testing applicants, assuring that it meets specific criteria.
- Sets up testing room in an appropriate manner to allow for a testing and reception area.
- Note: limited travel may be required depending on the location.

**QUALIFICATIONS: You must pass a written test.**

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.** ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.